

Homeless

Title X – McKinney-Vento Homeless Education

This program checklist must be completed by each district. All school districts are required to provide immediate identification, enrollment and access to students experiencing homelessness in accordance with the federal McKinney-Vento Act.

Item	Description	Evidence
10.1	<p>District Policy <i>The district has developed, reviewed, and revised policies to remove barriers to the enrollment and retention of homeless children and youths in schools. McKinney- Vento Sec 722(g)(1)(I), Sec 722(g)(7)(A,B,C), Sec 722(g)(1)(J)(i), Sec 722(g)(3)(A)(i,ii), Sec 722(g)(3)(C), Sec 722(g)(3)(D)(i,ii).</i></p>	<p>District Level</p> <p><input type="checkbox"/> A. <i>One copy</i> of the district’s adopted, comprehensive policy related to serving the educational needs of homeless children and youth in accordance with the McKinney-Vento Act. <i>Evidence should include the current (December 2014) WSSDA #3115 policy or equivalent local policy.</i></p> <p>Policy Components <i>The policy shall include (but not be limited to) the following:</i></p> <p><input type="checkbox"/> B. The district provides <i>immediate identification and enrollment</i> to homeless children and youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.</p> <p><input type="checkbox"/> C. The district will follow the <i>dispute resolution process</i> and assist parents/unaccompanied youth with the process as the need arises.</p> <p><input type="checkbox"/> D. The district <i>maintains and makes available in a timely fashion, any record</i> ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth.</p> <p><input type="checkbox"/> E. The district ensures that, according to the student’s best interest, homeless children and youth <i>are kept in their school of origin</i>, except when doing so is contrary to the wishes of the child’s or youth’s parent or guardian.</p> <p><input type="checkbox"/> F. The district will <i>provide or arrange transportation</i> for homeless students, including working with neighboring districts when a homeless student is attending in one district and enrolled in another.</p>
10.2	<p>Dispute Resolution <i>When a dispute arises regarding the enrollment of a homeless child or youth, the district follows Washington State’s homeless enrollment dispute process according to the McKinney-Vento Act. McKinney-Vento Sec 722(g)(3)(E)(i,ii,iii,iv).</i></p>	<p>District Level</p> <p><input type="checkbox"/> A. A copy of the most current OSPI Homeless Dispute Resolution Process document, dated January 5, 2010.</p> <p><input type="checkbox"/> B. Evidence that the district’s liaison ensures enrollment disputes are mediated:</p> <ul style="list-style-type: none"> • If applicable, log of disputes with outcomes. (Log including ALL homeless disputes, including low level disputes; any dispute resolved locally or forwarded to OSPI for resolution; any issues of concern raised by homeless families, etc.) • Sample dispute initiation forms • Sample dispute packets
10.3	<p>Transportation <i>The district ensures that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin. McKinney-Vento Sec 722(g)(1)(J)(iii)(I,III).</i></p>	<p>District Level</p> <p><input type="checkbox"/> A. Forms, written agreements, transportation request forms, logs, etc. to show evidence of coordinated transportation services. <i>Includes type of transportation service provided, any arrangements or agreements with neighboring districts, start and stop dates, etc.</i></p>

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10.4	<p>District Liaison <i>The district has a designated homeless liaison to assist with identification, enrollment, attendance, and academic success of homeless children and youth. McKinney-Vento Sec 722(g)(1)(J)(ii).</i></p>	<p>District Level</p> <ul style="list-style-type: none"> <input type="checkbox"/> A. Name/title of liaison. <input type="checkbox"/> B. District documents (forms, posters, brochures and parent information) shows the name and contact information of the designated liaison. <p>Building Level</p> <ul style="list-style-type: none"> <input type="checkbox"/> C. Building staff can identify/name the district homeless liaison, and the district liaison's name/contact information is included on homeless informational materials posted in the building or distributed at the building level. <i>Some districts also have building-level liaisons.</i>
10.5	<p>Identification of Students <i>The district's homeless liaison ensures that homeless children and youth are identified and enrolled by school personnel and through coordination activities with other entities and agencies. McKinney-Vento Sec 722(g)(6)(A)(i).</i></p>	<p>District Level</p> <ul style="list-style-type: none"> <input type="checkbox"/> A. Evidence that district has adopted a <i>student housing questionnaire</i> which is disseminated to all families in the district at least annually. <input type="checkbox"/> B. Evidence that district liaison has attended OSPI (or similar) training regarding the rights of homeless students and the appropriate identification of homeless students. <input type="checkbox"/> C. Evidence that <i>district staff is provided with training provided</i> by the district homeless liaison or other trained staff regarding compliance with McKinney- Vento, rights of homeless students, etc. (Evidence may include sample materials used in district-level McKinney-Vento training, sign-in sheets, certificates of attendance, agendas, etc.) <p>Building Level</p> <ul style="list-style-type: none"> <input type="checkbox"/> D. Evidence that building staff members receive routine McKinney-Vento training, and homeless students are actively identified and immediately served. Evidence may include training logs, sign-in sheets, sample materials, building level intake materials, housing questionnaires, parent information, etc.
10.6	<p>Enrollment, Intake, Access and Parent Information <i>The district's homeless liaison ensures that homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district. McKinney-Vento Sec 722(g)(6)(A)(ii). SSB 6074, Laws of 2014, ch. 212.</i></p>	<p>District Level</p> <ul style="list-style-type: none"> <input type="checkbox"/> A. <i>Sample intake forms</i> (separate from housing questionnaire) specific to homeless students. Form used to determine homeless student's needs, and to inform parents and unaccompanied youth of available district services and supports. <input type="checkbox"/> B. Parent information, <i>sample parent brochures from NCHC or equivalent</i>, or other available materials. <input type="checkbox"/> C. <i>Information regarding services and supports</i> for students experiencing homelessness (to be disseminated beginning of school year and upon enrollment.) <i>Required under WA state law SSB 6074.</i>
10.7	<p>Segregation <i>District homeless liaison ensures that homeless children and youth are not stigmatized or segregated on the basis of their status as homeless. McKinney-Vento Sec. 722(f)(3)(A).</i></p>	<p>District and Building Level</p> <ul style="list-style-type: none"> <input type="checkbox"/> A. Written statement/assurance that homeless students are fully integrated and not segregated/separated from their housed peers for academic instruction.
10.8	<p>Early Childhood <i>The district's homeless liaison ensures that homeless families, children, and youths receive educational services for which they are eligible, including Head Start and Even Start programs and preschool programs administered by the district.</i></p>	<p>District Level</p> <ul style="list-style-type: none"> <input type="checkbox"/> A. Evidence that young homeless children are enrolled in preschool programs administered by the district. Examples include enrollment forms, referral logs, documentation of

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		<p>coordination of district early learning programs and community preschool supports, referrals for special services for young homeless children under Title I, Part C.</p> <p><input type="checkbox"/> B. Evidence that <i>Child Find</i> efforts include language specific to homeless students.</p>
10.9	<p>Referrals for Services <i>The district's homeless liaison provides referrals for homeless students to health care services, dental services, mental health services, and other appropriate services. McKinney-Vento Sec 722(g)(6)(A)(iii).</i></p>	<p>District Level</p> <p><input type="checkbox"/> A. Documentation/ referral forms/provider lists to show evidence that homeless students are referred to medical, dental, mental health and other services in the community as necessary. Evidence may include logs with referral dates and names of providers, sample referral forms, etc. <i>(If no referrals have been made to date, indicate the process the district would use to refer homeless students to these services, how providers would be contacted, etc.)</i></p>
10.10	<p>Community Collaboration <i>The district shall coordinate the identification and provision of services with local social service agencies and other agencies or programs providing services to homeless children and youth and their families, including those funded under the Runaway and Homeless Youth Act, other local education agencies, state and local housing agencies, and others. McKinney-Vento Sec 722(g)(2)(5)(A)(B)(C).</i></p>	<p>District Level</p> <p><input type="checkbox"/> A. Evidence that the district has coordinated services through ongoing and regular contact with community agencies and entities, e.g. service groups, social service agencies, faith communities, etc. Evidence may include logs, meeting minutes, correspondence, agendas, etc.</p>
10.11	<p>Posting of Rights <i>The district's homeless liaison ensures that public notice of the educational rights of homeless children and youth is disseminated where such children and youths receive services (schools and community). McKinney-Vento Sec 722(g)(6)(A)(v).</i></p>	<p>District and Building Level</p> <p><input type="checkbox"/> A. Evidence of NCHC posters in all district buildings and in the community, brochures, homeless student rights posted on district website, etc. <i>Evidence should also appear throughout the community where homeless people are likely to see them, e.g., libraries, transit stations, laundromats, etc.</i></p>
10.12	<p>Title I Set-Aside <i>The district has set-aside Title I, Part A funds in an amount necessary to serve homeless students in non-Title I schools and/or shelters and other locations where homeless children and youth may live. U.S.C. 6313 (c)(3)(A).</i></p>	<p>District Level</p> <p><input type="checkbox"/> A. Dollar amount of set-aside.</p> <p><input type="checkbox"/> B. Evidence of a needs assessment or other written documentation of how the set-aside amount was determined.</p> <p><input type="checkbox"/> C. Evidence that the set-aside amount is sufficient to meet the unique needs of identified homeless students.</p> <p><input type="checkbox"/> D. Provide description/ documentation explaining how Title I set-aside dollars for homeless students are spent.</p> <p><input type="checkbox"/> E. If funds other than Title I are used to support the needs of homeless students, show evidence of the <i>sources and amounts of these funds.</i></p> <p><i>Note: Schoolwide programs may indicate zero dollars set aside, only if they can show clear collaboration between Title I and McKinney-Vento programs, and show evidence that all homeless student needs are met through other resources. Must be able to show that zero is an appropriate amount to serve the educational needs of homeless students in the district. Evidence may include written documentation, needs assessments, fiscal expenditure report, etc.</i></p>